



TRANSFER OPPORTUNITY

FOR STATE EMPLOYEES



ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

DEPARTMENT OF INDUSTRIAL RELATIONS

DIVISION OF ADMINISTRATION

Business Management Section/Facilities Unit

Position: Associate Governmental Program Analyst
\$4111 - \$4997

Location: Oakland
1515 Clay Street

Duties: Under the supervision of the Staff Services Manager I, the Associate Governmental Program Analyst performs a variety of technical/professional duties supporting the Facilities unit. The duties include: Independently analyzing and evaluating the more complex division requests for acquisitions/alterations and improvements of existing and new office space; preparing the facilities documents for submission to the Department of General Services (DGS) and following up with the DGS representatives as necessary; traveling with division facilities representatives and DGS staff to conduct site searches; and preparing project schedules, status reports, purchase orders, and short form contracts.

**Will consider downgrading position to Staff Services Analyst*

SROA and eligible Surplus Employees will be given first consideration and are encouraged to apply. Current State employees eligible for transfer or list appointment to the above class may apply by sending an application to:

Attn: Terry Stevenson
DIR Personnel Office
455 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102

Submit Application By: **September 25, 2006**, or until position filled. Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION